

# **City Manager**

## **Monthly Report for December 2014**

- Cheniere has announced the purchase of the remaining Welder Heir Property. This is a positive sign that they will be moving forward with their project. They continue to discuss ways to help move Highway 200 forward..
- There was 1 ED packages for the Governor's Office and there were ongoing discussions with other potential developers.
- The combined water levels as of 1/07/15 are at 31.1%.
- Because the Plaintiff's Attorney has not responded to our Attorney's request to discuss the settlement of Attorney Fees of the Zoning Lawsuit, the Court will be setting a date Conference Call for these discussions.
- There is still an issue with the lights at the N.O. Simmons Water Tower. We are withholding Payment Request # 10 until we see work being completed for this final requirement.
- We are working with the State and our engineers to begin line relocations for the FM 1069 project.
- Seaside Landing Apartments continues to state they will break ground in the first quarter of 2015.
- A third potential apartment complex has come in to speak with staff; however, they have not specified any documents or planning schedule.
- We are working with a potential hotel regarding their water and sewer connections.
- We have discussed liens regarding taxes, mowing, and demolishing purposes with our Attorneys. We will be bringing this information to Council in January 2015.
- The trees from the Apartments located at Hwy 361/Avenue A have moved 11 trees from their location to N.O. Simmons Park. They look really good and our staff will be manually watering them until the new sprinkler/soaker system can be put into place.

# **City Secretary/Human Resources Monthly Report for December 2014**

Council Meetings: Prepared for 2 Council Meetings

Open Records Request: 4 requests documented

Employment Applications: Received 25 applications

TABC Permits: 1

Vehicle Tags: 3 tag changes and 2 with insurance change

Workers' Comp./Liability Claims: 5

Report a Concern: 3

## **Other:**

- \* Assisted with day-to-day items in Finance including but not limited to 17 transfers and bank reconciliations. Monitoring CIP projects for completion and documentation.
- \* Assisted 3 employees with benefits questions/communications with the TML-IEBP inquiries, 2 employees with TMRS items, and 1 AFLAC billing/benefit issues.
- \* Performed 1 new hire orientations, 0 internal transfers, 1 exit interviews, and reminded Managers of one 6-month evaluation.
- \* Worked with 3 community service individuals for a total of 70.5 hours.
- \* Preparing for change in staffing.
- \* Christmas Party was held with great success and fund for all!

# Memo

**To:** Jim Gray, City Manager

**From:** Isabel Valdez 

**Date:** 01/07/2015

**Re:** December 2014 Monthly Report

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Below, you will find Utility Department monthly statistical information for December 2014.

Number of Deposits – 49

Number of Opened Accounts – 52

Number of Closed Accounts – 53

Number of Disconnect Notices Mailed – 683

Total Late Fees Billed - \$5,860.75

Number of Utility Bills Mailed – 3,129

Total Water Consumption Billed – 20,933,800 Gallons

Total Water Billing Amount – \$165,367.54

Total Sewer Billing Amount - \$118,017.24

Number of Utility Payments Received – 2,923

Total Amount of Utility Payments Received - \$378,889.10

If you have any questions, please let me know.

## Librarian's Report December 2014

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- Attended weekly Management meetings on Mondays for the month
- Coordinated and attended biweekly staff meetings.
- Assisted when needed at circulation desk and opened and closed when needed especially this month since some staff took vacation
- Planned and coordinated the Children Christmas Lighting which was a success (Dec 10)
- Proctored an exam (Dec 12)
- Meeting with Nancy who is the coordinator for our New Book Club (Dec 15)
- Conference call with Mango languages to extend the trial date (Dec 15)
- Assisted Isabel with her After School Program Christmas party (Dec 16)
- Attended and assisted Carol (Volunteer) with outreach story time program at the Head Start Program (Dec 17)
- Attended the ESL evening class to present the tutor with a certification of appreciation (Dec 17)
- Attended another ESL at the Methodist Church to present all tutors and helpers with a certification of appreciation for teaching ESL/GED and Citizens class (Dec 18)
- Set up computer class for CBCAN training with Shanna (Dec 29)
- Notarized as needed

\*\* Took some vacation time at the beginning of the month

### • Children's Program: 416

#### Meeting Room used by:

Woman's Club	CBCAN Training/Shanna	Tutor with Hollie	Mr. Kippy
5 & under	After School Program	Book Club	Game Day

**Meeting room total: 350**

# Cumulative Statistics FY 2014-2015

	Oct.	Nov.	Dec.	Jan	Feb	March	April	May	June	July	Aug	Sept.	Total
<b>Total Circulation**</b>	3855	2798	3088										<b>9741</b>
<b>Adult Fiction*</b>	500	403	526										<b>1429</b>
<b>Adult Non-fiction*</b>	282	235	229										<b>746</b>
<b>Spanish Language*</b>	12	10	11										<b>33</b>
<b>Juvenile Fiction*</b>	169	123	149										<b>441</b>
<b>Juv Non-Fiction*</b>	54	37	23										<b>114</b>
<b>Easy*</b>	638	459	382										<b>1479</b>
ILL Borrowed	10	1	10										<b>21</b>
ILL Requested/Lent	2	2	2										<b>6</b>
<b>ILL Checkouts*</b>	12	3	12										<b>27</b>
<b>Periodicals*</b>	22	25	23										<b>70</b>
<b>Video*</b>	24	4	12										<b>40</b>
Viewers	120	20	60										<b>200</b>
<b>Audio, CD*</b>	40	33	75										<b>148</b>
<b>DVD*</b>	2102	1466	1646										<b>5214</b>
Viewers	10510	7330	8230										<b>26070</b>
Ref Transactions	1806	1242	1283										<b>4331</b>
Computer Usage	1013	724	806										<b>2543</b>
Reserve a Librarian patrons and Proctoring	9	3	2										<b>14</b>
Library Programs	27	22	18										<b>67</b>
Patron Visits	2559	1781	1893										<b>6233</b>
Prgm Attendance:	211	198	416										<b>825</b>
New Cards	54	44	55										<b>153</b>
Materials Catalogued	147	80	107										<b>334</b>
Days Open	26	23	25										<b>74</b>
Hours Open	243	195.5	234.5										<b>673</b>
Mtg. Room Use	280	216	350										<b>846</b>
Volunteer Hrs.	48.5	9	2										<b>59.5</b>
Community Service Hrs.	29	16	10										<b>55</b>
Employee CE hours	3	2	13										<b>18</b>

**DECEMBER 2014 Monthly Report  
Building Dept**

<u>Permit Type</u>	<u>Number of Permits</u>	<u>Permit Fee</u>	<u>Total Valuation</u>
Building	19	\$3,171.50	\$488,899.01
Electrical	18	\$1,424.70	\$52,575.05
Plumbing	15	\$1,424.75	\$66,150.00
Water Well	0	\$0.00	\$0.00
Mechanical	6	\$400.85	\$28,800.00
Demolition	1	\$50.00	\$0.00
Excavation	0	\$0.00	\$0.00
Move Structure	1	\$50.00	\$0.01
Commerical Repair	0	\$0.00	\$0.00
Tree Removal	1	\$0.00	\$0.10
Swimming Pool	0	\$0.00	\$0.00
Special Permit Request	0	\$0.00	\$0.00
Pipeline	0	\$0.00	\$0.00
Sign	1	\$60.00	\$850.00
Totals	62	\$6,581.80	\$637,274.17

**Impact Fees Collected:**           **\$4,747.54**

**Certificate's of Occupancy:**

Commerical:   2   3029 MAIN STREET  
                          2797 MAIN STREET

Residential:   3   2044 TINER LANE  
                          1638 MOONEY LANE  
                          2785 BEAUMONT

**Inspections Performed:**   94

(6)

TO:	Jim Gray, City Manager	
FROM:	Donald Paty, Director of Public Works	
DATE:	January 2, 2015	
REF:	December 2014 Monthly Activity Report	
DEPARTMENT	LOCATION	JOB PERFORMED
WATER	Various locations	Perform daily duties for utility desk - on/off, rechecks, locks & plugs, chlorine levels, read master meters, check pump stations, pick up & drop off mail, raise & lower flags, deliver council packets and other misc. duties
	All meter routes	Read meters
	Simmons Park	Repair 2" water line that runs under the sidewalk
	2795 Main Street	Repair 2" cast iron water line
	2251 Morgan Lane	Repair 1" water line
	2959 Lovers Lane	Repair 3/4" water service line
	2078 Mooney Lane	Make 3/4" water tap
	3146 Lenore	Make 3/4" water tap
	2492 Live Oak	Repair water leak
	Avenue A	Replace 8 ft. section of 6" water line and cut road for sewer taps
	2215 Morgan Lane	Make two 3/4" water tap
	1716 Morgan Lane	Make bore for water line
	McCullough Lane	Replace 3.5 ft. of pvc water line
	2555 First Street	Work on 6" sewer line
	2555 First Street	Repair 8 ft. of 6" section of sewer pipe and made a 4" sewer tap and install 2 ft. of 4" sewer pipe
	Sharon Street & Main St.	mark water and ww lines
	Main Street	Line locate and mark
	Highway 361 & FM 1069	Clean up concrete out of roadway
	3042 Wright Street	Assist Drainage Department with culvert installation
	Highway 361, Bay Vista Shopping Center	Repair 3/4" water service line
	Various locations	meter checks
	Various locations	Meter repair
	Various locations	Weed around fire hydrants
WASTEWATER	WWTP & 17 lift stations	Daily maintenance of WWTP and all lift stations, bi-weekly samples to the lab, monthly reports to regulatory authorities
	Simmons Park	Assist water department with leak repair
	Simmons Park	Clean up area, level out dig site
	2505 First Street	Respond to sewer service request, plugged on city side, cleared
	City Kennel on Tiner lane	Clear main line
	Lakeside Kennel, Morgan Lane	Sewer backup call - problem on residential side
	2701 Avenue G	Sewer backup call - plugged at main
	1255 4th Street	Sewer backup call - no cleanout found, possible septic tank?
	2555 Avenue D & 1st	Sewer service request, could not get jetter past resident tap, ran camera, camera stuck, had to dig up sewer line
	2555 Avenue D & 1st	Repair sewer line, found a yellow softball in the 90 elbow going into main line
	Saunders Lift Station	Bored hole in concrete to pull umps. Pull both pumps and remove debris
	2535 San Angelo	Sewer service request - plugged on city side - cleared
	West Main Street, Flamingo Ranch	sewer line plugged at tap, full of debris
	4th & Saunders Lift Stations	Haul limestone and fix entrances
	West Main Street	Sewer service request - plugged on city side - cleared
	2479 Live Oak	sewer service request - plugged on residential side
	2771 San Angelo	sewer service request - plugged on city side
	2309 Hultgreen	sewer service request - plugged at manhole, cleared
	Main Street, behind Tortilla Factory	sewer plugged at main
	City Yard	Vehicle & equipment maintenance and repair
PARKS, FACILITIES, DRAINAGE	All City Parks	Clean restrooms, empty trash
	Simmons Park	Work with water department on water leak
	Simmons Park	Install Christmas tree, lights, decorations, stages, benches and other items in preparation for City Christmas Tree Lighting, transport, set up and take down various items after event
	Simmons Park	Mow
	Simmons Park	Check on bridge supports
	Simmons Park	Take down Christmas lights damaged by vandals
	Simmons Park	Work with contractor transplanting 11 trees
	Live Oak Park	Preparation, haul stages, castles, benches, etc., set up and take down various items after the Renaissance Fair
	Cove Park	Install sign
	Cove Park	Mow
	Whitney Lake	Maintenance and repairs, mow, trim trees
	Humble Center	Clean light fixtures and fans, hang Christmas lights, transport tables and chairs
	Library	Delivering items and set up barricades for Library Tree Lighting
	Library, City Hall, Annex, Public Safety Building	Install Christmas lights and decorations on all city building
	Library, City Hall, Annex	Mow and weed area
	Police Department, City Hall, Library	Repair flag poles
	City Hall	Repair toilet in men's room
	Garden Center	Repair toilet
STREETS	Brush Route 1B - 4B	Pick up brush
	12th Street, Morgan, Mooney, San Angelo	Patch potholes
	Public Safety Building	Patch parking lot
	Avenue A	Repair fence at county barn area

## **December 2014**

### **Parks and Recreation Programs/Events Report**

#### **Humble Station Youth Center**

The Humble Youth Center's After-School Program is in progress. The total for this month is 6 children enrolled.

The daily exercise program has 10 people attending on a regular basis.

The Zumba classes are being held twice a week.

For the month of December 2014, the Center was rented out 0 times by exempt non-profits, 1 pay non-profits, and 4 private pay rentals.

#### **Hildegard Schmidt Garden Center**

For the month of December 2014, the Hildegard Schmidt Garden Center was rented out 8 times by exempt non-profits, 4 pay non-profits, and 7 private pay rentals.

#### **Ingleside Senior Center**

The Ingleside Senior Center has an average of 30 members a day attending the center. The Seniors enjoyed a Christmas party.

#### **N.O. Simmons Park**

The Annual Christmas Tree Lighting was a success with patrons enjoying a variety of activities.

#### **Park and Recreation Misc.**



# City of Ingleside Office of Emergency Management Monthly Report

**DECEMBER 2014**

**Training/Meetings:**

- City CBCAN Training 12/3 – 8 am – 10 am & 1 pm – 3 pm,  
12/18 - 9 am – 11 am & 1 pm – 4 pm, 12/29 – 1 pm – 4 pm
- CBTVOAD Meeting (First Baptist Church Rec Center – Ocean Dr) December 12<sup>th</sup> @ 11:30 am

**Grants:**

- Have not applied for any grants since 2011.

BASIC PLAN & ANNEX INFORMATION									
Levels	Annex	Name	Plan Date	Expire Date	Responsibility	Started	To EMC	To State	Approved
<b>Basic</b>	BASIC		5/29/2008	5/29/2013	EMC	6/21/2013	8/22/2013	8/23/2013	Approved
	A	Warning	7/17/2008	7/17/2013	Police Chief	7/29/2013	8/26/2013	8/29/2013	Approved
	B	Communications	1/12/2010	1/12/2015	Police Chief				
	C	Shelter & Mass Care	7/17/2008	7/17/2013	Asst. EMC	7/29/2013	10/10/2013	10/11/2013	Approved
<b>12/28/2014</b>									
	I	Emergency Public Info	7/20/2011	7/20/2016	City Secretary				
	M	Resource Management	8/8/2011	8/8/2016	Finance Dir <i>changed to EMC</i>				
	N	Direction & Control	5/31/2011	5/31/2016	City Manager				
	O	Human Services	7/9/2008	7/9/2013	Asst. EMC	7/29/2013	8/27/2013	8/29/2013	Approved
	Q	Hazmat/Oil Spill	1/12/2013	1/12/2015	Fire Chief				
	V	Terrorism	2/22/2011	2/22/2016	Police Chief				
<b>Intermediate</b>	D	Radiological Protection	5/3/2011	5/3/2016	Fire Chief				
<i>Includes the basic level annexes</i>	F	Firefighting	5/3/2011	5/3/2016	Fire Chief				
	G	Law Enforcement	7/19/2008	7/19/2013	Police Chief	7/29/2013	8/29/2013	10/11/2013	Approved
	H	Health & Medical	8/8/2011	8/8/2016	Asst. EMC				
	J	Recovery	4/28/2008	4/28/2013	Finance Dir <i>changed to EMC</i>	3/27/2013	5/24/2013	5/29/2103	Approved
	K	Public Works	6/28/2011	6/28/2016	Public Works Dir				
	L	Energy & Utilities	6/28/2011	6/28/2016	Public Works Dir				
	R	Search & Rescue	4/28/2008	4/28/2013	Fire Chief	3/27/2013	5/3/2013	5/29/2013	Approved
	S	Transportation	7/20/2011	7/20/2016	Public Works Dir				
<b>Advanced</b>	P	Hazard Mitigation	8/8/2011	8/8/2016	Building Official				
<i>Includes basic &amp; advanced level annexes</i>	T	Donations Mgmt	4/28/2008	4/28/2013	Finance Dir <i>changed to EMC</i>	3/28/2013	5/8/2013	8/2/2013	Approved
	U	Legal	4/30/2008	4/30/2013	City Secretary	4/2/2013	5/8/2013	5/29/2013	Approved

**Upcoming:**

Nothing to Report

Signed,  
Stan Bynum, EMC/Police Chief

Shanna K. Owens, Asst. EMC/EM Planner

**Abbreviations:**

CBCAN – Coastal Bend Communication Alert Network  
CBCERT – Coastal Bend Community Emergency Response Team  
CBTVOAD – Coastal Bend Texas Volunteers Active in Disasters

# **Ingleside Fire Department**

## **Monthly Report for December 2014**

<b>Types NFIRS Summary by Incident Type</b>	<b>#</b>	<b>Mutual Aid Given</b>	<b>Mutual Aid Received</b>	<b>County Calls</b>
<b>Fires</b>				
Structures (110-118, 120-123)				
Vehicle (130-138)				
Other (100, 140-173)	7		2	
<b>Rescue</b>				
EMS (300-323)	1			
Other (331-381)				
Hazardous Conditions (400-482)	3			
Service Calls (500-571)	1			
Good Intent (600-671)	2			
Severe weather or natural disaster (800-815)				
Special Incident Type (900-911)				
<b>False Calls</b>				
Malicious (710-715, 751)				
Other false calls (700, 721-746)				

### **Fuel Usage:**

- Diesel: 173.9 gallons
- Gasoline: 10.1 gallons
- Total Fuel: 184 gallons

### **Water Usage:**

- 5300 Incident Calls (if used in mutual aid, we refill in that jurisdiction)
- 0 Used in training & other activities
- 5300 Total gallons of water


▪ *SEE ATTACHED REPORT FOR FUEL AND WATER*

### **Meetings/other:**

- Business Mtgs: 2<sup>nd</sup> Tuesday of every month @ 7 pm
- Business Meeting Schedule
  - January 13
  - February 10
  - March 10
  - April 14
  - May 12
  - June 9
- Apparatus Checks: 4<sup>th</sup> Tuesday of every month @ 7 pm

### **Training:**

- Trainings: 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays every month @ 7 pm for in-house training
- Members may attend training around the region at various Area Fire Schools.

 **Total Membership:** 45 members, 6 Lifetime members, 8 probationary

### **IVFD Volunteer Hours (man hours-estimated):**

- Mtgs: 370  
(2 hrs average/mtg)
- Other/Activities: 300 (no average amount)
- Incident calls: 355  
(2.5 hrs average/call)

10

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**Fire Marshal:**

Report submitted by Fire Marshal.

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**🌿 Fire Corps:**

- Business Mtg Schedule (meetings start at 6:30 pm):
  - February 26
  - June 4
- Training is done with the Fire Dept.
  - Total members: 5

**🌿 IFC Volunteer Hours** (hrs are approximate):

- Meetings/training: 50.5
  - Activities: 92.5
  - Incident Calls: 10
- 

**🌿 Grants:**

- None pending
- 

**🌿 Upcoming:**

- |  |                      |
|--|----------------------|
| ○ IVFD Awards Banquet                                    | Feb 28 <sup>th</sup> |
| ○ Oysterfest – IFC has Roasted Corn Booth                | March 5-8            |
| ○ Round-Up Days – FD has Turkey Leg & Roasted Corn Booth | March 27-28          |
| ○ Easter Celebration                                     | April 4              |
| ○ MDA Fill-the-Booth                                     | TBD April            |
| ○ IFC 5K Run/Walk  | May 30               |
| ○ FD Open House  | TBD May              |
| ○ MDA Fill-the-Boot                                      | TBD June             |

Signed,

RJ Thomas  
Fire Chief

Shanna K. Owens  
Admin Assistant